

MINOR AMENDMENT TO FINAL PLAN STAFF APPROVAL APPLICATION

Application #	_____
Date Filed	_____
Total Fee	_____

Minor changes to the site plan, landscape plan or architectural elevations
In accordance with Chapter 24, Article V, Section 24-172 of the City Code

This application may be referred to the City Planning Commission for review as a Consent Item or a formal Amendment to Final Plan Review at the discretion of the Planning Department. For Planning Commission reviews, the appropriate fee will be required.

1. SUBJECT PROPERTY

Project Name _____
Street Address _____
Zoning _____ Historic area designation ☐ Yes ☐ No
Lot _____ Block _____ Subdivision _____
Tax Identification Number (MUST BE FILLED IN) _____

2. APPLICANT

Name _____
Street Address _____ Suite No. _____
City _____ State _____ Zip Code _____
Telephones: Work _____ Daytime _____

3. CITY PROJECT NUMBER

Original Site Plan Number _____
Name of previously approved Final Plan _____

4. WORK DESCRIPTION

Changes requested: _____

5. PRIMARY USE

☐ Mixed Use ☐ Non-Residential ☐ Residential

6. PROPOSED UNIT TYPE

☐ Mixed Use ☐ Retail/Commercial ☐ Other
☐ Office/Professional ☐ Residential Multi-Family
☐ Restaurant ☐ Residential Single Family

SUBMISSION REQUIREMENTS

1. Documents and Fee

- ☐ Five (5) copies (folded to 8 1/2 x 11) of proposed amendment
- ☐ One (1) print of previously approved plan
- ☐ Two (2) copies of this application
- ☐ Copies of notification forms given to adjacent property owners
- ☐ Community Architect Office (CAO) approval letter (Kentlands only)
- ☐ Architectural Review Committee approval letter (Lakelands only)
- ☐ \$80 fee for residential submissions, \$100 fee for commercial submissions
- ☐ One (1) print of original approved sediment control plan (only if changes are to grading or pavement)

2. Highlight all changes on the proposed amendment plans.

3. Submit the complete package by the cut-off date which is the Wednesday (at noon) preceding the regular Thursday review meeting. Incomplete packages will not be accepted.

4. Address the staff comments within 60 days of receipt. Otherwise, the staff approval will become void and the applicant must refile both application and plans.

ADDITIONAL INFORMATION

GAITHERSBURG CITY CODE, Chapter 24, Article V, Section 24 - 172

C. Minor amendment requests.

1. Requests for minor amendments shall be filed with and acted upon by the planning director or his/her designee. Requests for minor amendment include:
 - a. Resiting or relocation of buildings or structures including, but not limited to, garages and accessory structures on not more than three (3) contiguous lots, including moving or rotation of a building or structure's footprint, provided such moving or rotation does not shift a building or structure's footprint more than ten (10) feet in any direction.
 - b. Resiting of a lot with a house type previously approved by the City Planning Commission.
 - c. Approval of retaining walls/fences and other enclosures.
 - d. Minor revisions to building elevation and site plan details which do not add onto buildings or expand footprints of previously approved buildings (other than item b above).
 - e. Minor signage changes or additions.
 - f. Minor landscaping or pedestrian and sidewalk access revisions.
 - g. Addition of easements and parking areas or correction of easement and parking area location.
 - h. Revision to forest conservation plan.
 - i. Revisions or amendments delegated by the City Planning Commission.
2. Public hearings of the Planning Commission are not required for a minor amendment, provided, however, the planning director or his/her designee shall, upon request, meet with the applicant and interested parties or consider written comments on the amendment.
3. A minor amendment can only be granted if:
 - a. The amendment does not violate the development standards of the property's zoning or increase the lawful nonconformity of any lot or building; and
 - b. The amendment is in general harmony with the architectural and site design characteristics of the approved site development plan; and
 - c. The amendment will not substantially impair the intent, purpose or integrity of the neighborhood or the planning documents for the applicable area.
4. The decision of the planning director (or designee) may be appealed to the City Planning Commission if filed with the Planning and Code Administration, in writing, within fifteen (15) days after the decision is mailed by the planning director. The Planning Commission, in its discretion, may hold a public hearing on the decision of the planning director, or order written statements and oral argument in lieu of public hearing. The Planning Commission may approve, approve with modifications, or disapprove the requested amendment(s) and shall state the reasons for its action. (Res. No. R-19-66; Ord. No. O-15-93, 11-1-93)

I hereby certify that I have read and examined this application and that all statements are true and correct; furthermore, I certify that I am the Owner or Lessee of the property, or Agent or either, or the licensed Engineer, Architect, or Contractor employed in connection with this proposed work, and that the proposed work is authorized by the Owner in fee, and I am authorized to make such application.

Applicant's Name (please print) _____

Applicant's Signature _____ Date _____

Daytime Telephone _____